



## eMACS 23.3 Release

### Feature Snapshot-Screenshot

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#### IMPORTANT:

The eMACS 23.3 release upgrade will be promoted to the eMACS production environment beginning Friday, November 3, 2023, at 7 PM MDT/MST, through Sunday, November 5, 2023, at 10 AM MDT/MST. During this time frame, the production environment **WILL NOT** be available to agencies or vendors.

Agencies are asked to review events that may open during or around this time frame and consider if any action is necessary, i.e., extending Open Date, and if applicable, the Q&A Submission Close Date. The Q&A Submission Close Date for the Q&A Board is often missed in this review.

Listed below are changes taking immediate effect on Monday, November 6, 2023. These changes should NOT affect existing functionality, permissions, or access rights.

State Financial Services Division  
State Procurement Bureau

Mitchell Building, Rm 165  
PO Box 200135  
Helena, MT 59620  
406-444-2575



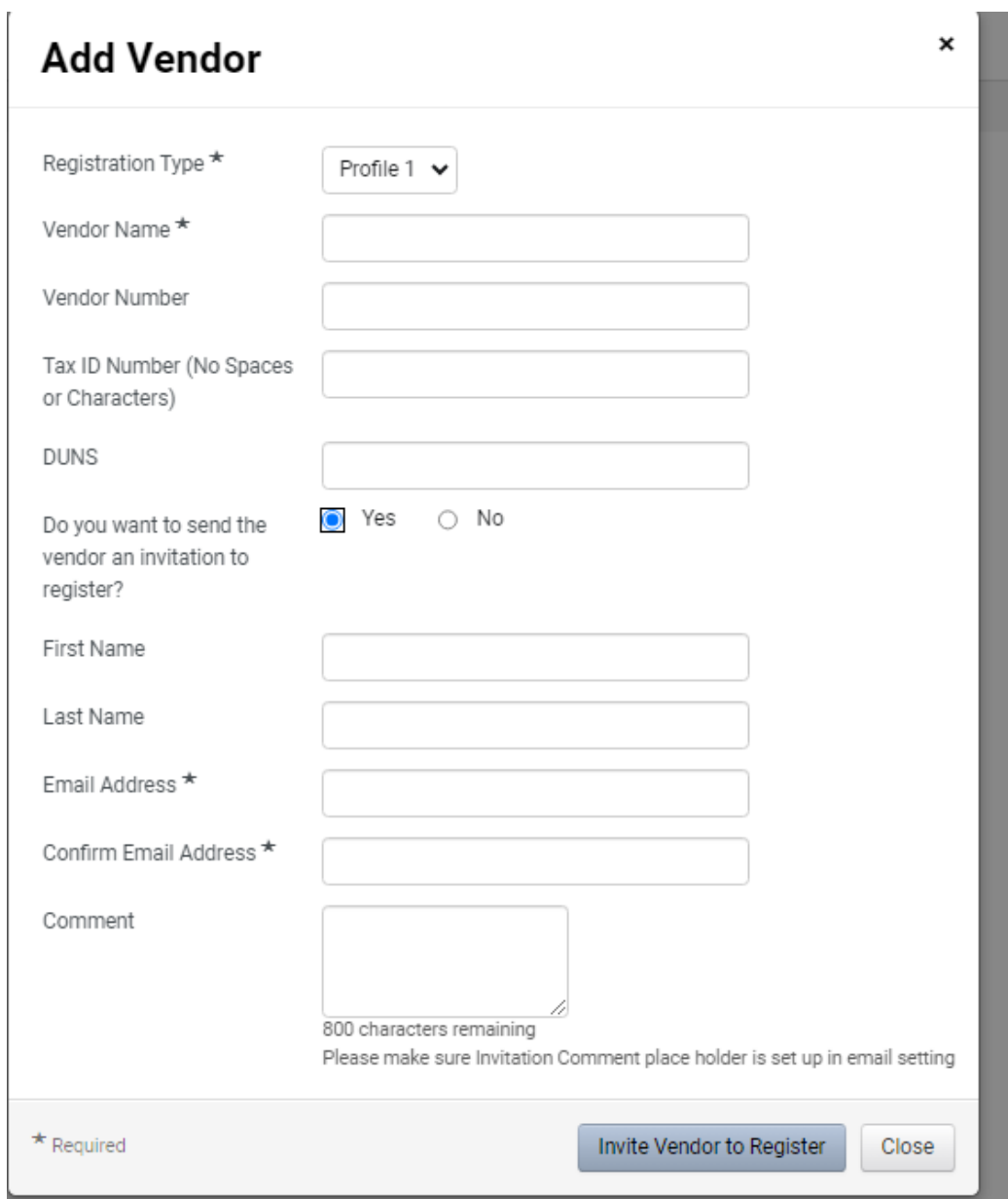
## Vendor Management Enhancements

### User Interface Enhancement for Adding New Vendors

As part of ongoing user interface improvements, the Add New Vendors function has been updated to initiate from a webpage rather than an overlay. There are no changes to the underlying functionality.

- When selecting Add Vendors (Vendors > Manage Vendors > Add Vendors), the user interface has been updated. Previously, an overlay was displayed with the option to send the supplier an invitation, add an internally managed supplier, or close the window. Now, selecting Add Suppliers displays the following page:

#### Current View



The screenshot shows a web form titled "Add Vendor" with a close button (X) in the top right corner. The form contains the following fields and options:

- Registration Type \***: A dropdown menu currently showing "Profile 1".
- Vendor Name \***: A text input field.
- Vendor Number**: A text input field.
- Tax ID Number (No Spaces or Characters)**: A text input field.
- DUNS**: A text input field.
- Do you want to send the vendor an invitation to register?**: Radio buttons for "Yes" (selected) and "No".
- First Name**: A text input field.
- Last Name**: A text input field.
- Email Address \***: A text input field.
- Confirm Email Address \***: A text input field.
- Comment**: A text area with a character count "800 characters remaining" and a note: "Please make sure Invitation Comment place holder is set up in email setting".

At the bottom left, there is a legend: **\* Required**. At the bottom right, there are two buttons: "Invite Vendor to Register" and "Close".



## Enhancement View

**Add Vendor**

Registration Type \* Profile 1

Vendor Name \*

Vendor Number

Tax ID Number (No Spaces or Characters)

DUNS

Do you want to send the vendor an invitation to register? ☒ Yes ☐ No

First Name

Last Name

Email Address \*

Confirm Email Address \*

Comment

800 characters remaining  
Please make sure Invitation Comment place holder is set up in email setting

[Invite Vendor to Register](#)

## Sourcing Director Enhancements

### UI Improvements to Prevent Duplicate Vendor Selections for Sourcing Events

The Add New Vendor Contact pop-up box has been renamed and improved to assist buyers in identifying duplicate vendor records when they select vendor contacts to invite to Sourcing events.

The pre-existing Add New Vendor Contact pop-up box has been renamed Invite Existing Vendor Contact. The user interface in this pop-up box has been improved to assist buyers in identifying duplicate vendor records when they select vendor contacts to invite to Sourcing events.

**Invite Existing Vendor Contact**

This email address is already linked to the vendor(s) below, and cannot be used with **Acme**. You may instead select a vendor below.

Email heystings33@gmail.com

**Active Vendors in Portal**

Vendor Name	Vendor Number	Preferences	
Better Management			<a href="#">Add</a>
Proxy Vendor			<a href="#">Add</a>
Tom Test			<a href="#">Add</a>
Tom's Distributing			<a href="#">Add</a>

[Inactive Vendors in Portal](#)

[Close](#)



- Columns for the vendor ID, vendor number, and vendor class have been added to the pop-up to aid users in identifying existing vendors. Vendor class information is contained in the Preferences column.
- Vendors are divided into two separate lists: Active Vendors in Portal and Inactive Vendors in Portal.
  - The list of active vendors is expanded by default and displayed first.
  - The list of inactive vendors is collapsed by default. Click the Inactive Vendors in the Portal header to expand this list.

**Invite Existing Vendor Contact** ✕

This email address is already linked to the vendor(s) below, and cannot be used with **Acme**. You may instead select a vendor below:

Email heystings33@gmail.com

▼ **Active Vendors in Portal**

Vendor Name	Vendor Number	Preferences	
Better Management			Add
Proxy Vendor			Add
Tom Test			Add
Tom's Distributing			Add

▼ **Inactive Vendors in Portal**

Vendor Name	Vendor Number	Preferences	
Tom Hastings 33			Add

Close

- Each list is sorted in the following order:
  - Vendors with both Vendor Number and Vendor Classes
  - Vendors with Vendor Number
  - Vendors with Vendor Classes
  - Remaining vendors are sorted by Vendor Name
- Click the ADD button for vendors in either list to add the associated vendor/contacts to the Sourcing event.



## Total Contract Manager Enhancements

### New Contract Search Experience Update

The New Contract Search now has all the functionality that the Classic contract search has plus more! With the 23.3 release, you will still be able to toggle between the New and Classic Contract search, but in the near future, we will be moving forward with only the New search. We encourage you to try out our New search and provide any feedback via the Got Feedback? link at the top.

- Users may toggle between the New and Classic contract search functionality by clicking the Choose your experience button.
- When using the New Contract Search, the left-hand menu features several Quick Filters that can be selected to perform a search. These include being able to search by Status, Active Internal Reviewer, Approved By, and more.
- The left-hand menu also has the My Searches filter, allowing users to quickly load any existing searches they have saved.
- When using the Add Filter button, some filters may have additional sub-filters. For instance, selecting the Term Flag filter will prompt the user to select an additional subfilter, if desired, as shown in the following screenshots. Even if a sub-filter is not selected when prompted, a user may click the drop-down arrow in the applied filter to select a subfilter.

Add Filter ▾ ☐ Include Archived

Find search filter...

**General Information**

- ☐ Business Unit
- ☐ Commodity Code
- ☐ Contract Created By
- ☐ Contract Document
- ☐ Contract Manager
- ☐ Contract Name
- ☐ Contract Number
- ☐ Contract Stakeholder
- ☐ Contract Type
- ☐ Department

Business Unit: All ▾ ✕

Search...

**Top Filter Options**

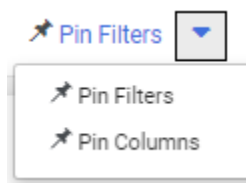
- ☐ No Business Unit (3208)
- ☐ State Information Technology Services (DOA - SITSD) (398)
- ☐ Department of Administration (DOA) (64)
- ☐ Department of Labor and Industry (DLI) (30)
- ☐ Department of Corrections (COR) (10)
- ☐ General Services (DOA - GSD) (9)
- ☐ Department of Fish, Wildlife, and Parks (FWP) (7)
- ☐ Risk Management and Tort Defense (DOA - RMTD) (5)
- ☐ Department of Revenue (DOR) (5)
- ☐ Montana Lottery (DOA - Lottery) (4)

🔍 Begin typing or click here to search

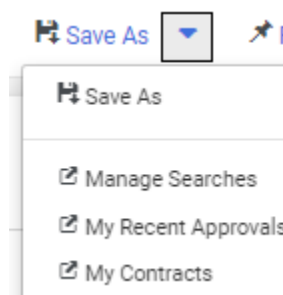
Apply Cancel



- Users may use the Pin Filters drop-down selector to pin filters to the search page as well as columns in the displayed search results. This will cause the search page to default to the pinned filters and columns whenever the user accesses it, which can be useful if there are specific filters that the user performs very frequently.



- Users may save any searches they perform, with all applied filters, using the Save As button. These can be accessed again from the left-side menu by selecting My Searches. The drop-down menu also provides quick access to the Manage Searches, My Recent Approvals, and My Contracts pages.



- To provide feedback about the New Search Experience, click the Got Feedback? link in the header. For additional information about the New Search Experience, click the **What's beta?** link.

